

CJA eVoucher Associate Attorney Utilization (01/10/24)

The eVoucher system allows for the inclusion of an associate attorney's time on vouchers. The use of this functionality is mandatory if the appointed attorney wishes to bill for associate's time. Only one associate may be added for each appointment. The associate must be employed by the appointed attorney or his firm. Associates must be licensed attorneys and provide legal representation. Work typically performed by paralegals, legal assistants or law students, should continue to be requested using a CJA21 Form.

Most importantly, the appointed attorney is responsible for reimbursing the associate attorney and for reviewing and submitting the voucher with all time and expenses to the court.

To add an associate to the voucher:

Notify the court by phone or email with the associate information to be added, including the name, address, email, phone number, and the associate's designated hourly rate. The court will then email the associate attorney separately with his or her login and password for eVoucher. If the associate has been appointed as counsel of record in the past, no new login and password will be issued.

Please note:

- The use of an associate does not change the statutory maximum. The applicable statutory maximum equals the total time per case.
- The associate will be permitted to enter and edit his or her own time on the voucher. If the appointed attorney prefers that the associate not have access to the voucher, please advise the court and the permissions can be changed.
- Associates will not be able to see, enter, or edit the appointed attorney's time.
- At this time, an associate will not be able to upload any documents or receipts in eVoucher.

Again, the appointed counsel is responsible for submitting the voucher with the associate's time and expenses; the appointed attorney will receive the check for the entire amount approved.

The new associate functionality is being implemented to comply with Judicial Conference Policy and Statutory requirements, and to better provide the requested national reporting that is being required by Congress.

For any questions, please call Janelle Gonzales in the Clerk's Office at 314-244-2400.